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| Book                | Chesapeake Public Schools Policy Manual                            |
| Section             | Chapter 2 - Bylaws of the School Board                             |
| Title               | Meetings - Public Participation                                    |
| Code                | 2-32 Bylaws  |
| Status              | Active   |
| Adopted             | July 23, 1974  |
| Last Revised        | October 25, 2021   |
| Prior Revised Dates | August 14, 1995, January 12, 1998, January 11, 1999, July 12, 2021 |

#### A. Addressing the Board

The School Board strongly encourages the public to attend Board meetings and dedicates time at these meetings to hear from the public on agenda items and other matters of concern. However, the Board does not hereby obligate itself to act on any request or proposal whether or not it is informal or formal, or in writing or verbal. The Board reserves the right to limit presentations when it deems necessary, or to refuse to hear those which have not been entered into the approved agenda.

#### B. Advance Request Procedure

A person who wishes to address the Board should contact the office of the Clerk by noon on the day of the meeting indicating the subject of their remarks or submit an in-person request to the Deputy Clerk five minutes prior to the published meeting start time.

#### C. Recognition from the Floor

Recognition from the floor in the case where no advance request was made by the person desiring recognition may be granted at the discretion of the chairman.

#### D. Procedure for Addressing the Board

At the beginning of each hearing of citizens or scheduled public hearing, the chairman will announce the subject, (where applicable) time limitations, and any other instruction necessary. The chairman will also inform speakers that the Board may seek clarification of speakers' comments or seek additional information from the Superintendent. These responses, however, will be made only at the end of the particular hearing segments of the meeting agenda.

Upon recognition by the clerk, the speaker should clearly state his name, city of residence, and the subject of his remarks. He shall address himself to the chairman and at the conclusion of his remarks, if any Board member desires further information; such member shall address the speaker only with the permission of the chairman. The courtesy of the Board shall be extended to the speaker, and the speaker shall respect the privilege extended by the Board or be ruled out of order by the chairman. The privilege of speaking before the Board shall not be used for personal attack against an individual.

#### E. Rules of Decorum

Persons who address the Board will not be permitted to:

- Campaign for public office;
- Promote private business ventures;
- Use profanity or vulgar language or gestures;
- Use language that insults or demeans any person;
- Use language that, when directed at a public official or employee, is not related to his or her official duties;
- Interrupt other speakers;
- Engage in behavior that disrupts the meeting, including, but not limited to applause, cheering, jeering, etc.;

- Yield their time to other speakers;
- Engage in behavior that intimidates others;
- Address the Board on issues that do not concern the services, policies, or affairs of the School District; or
- Use the privilege of speaking before the Board for personal attack against an individual.

#### F. Time Limitations

Persons addressing the School Board shall limit their remarks to three minutes. Additional time may be allotted at the discretion of the Chairman; however, the total time allotted to an individual shall not exceed five minutes.

#### G. Televising Meetings

Regular and special meetings of the School Board shall be televised to permit public viewing whenever possible.